

4401 - PROPERTY MANAGEMENT DIVISION DIRECTOR

NATURE OF WORK

This is highly responsible administrative and technical work in directing the property management activities in the construction, maintenance, and repair of City facilities. Responsible for the maintenance and repair of all City owned facilities, playground equipment, fencing, boardwalks, bus benches, fountains, ground lighting and all other City property.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directs the overall operation of the division, provide staff with direction in the coordination and implementation of policies and procedures.

Directs, interviews, hires, trains, motivates, evaluates and disciplines a work force of skilled trade employees including electricians, plumbers, carpenters, painters, masons, a/c mechanics, maintenance mechanics and utility workers. Office staff and sectional supervisors are also included.

Provides needs for Special events citywide.

Prepares specifications and administer contracts for external preventative maintenance contracts and custodial contracts citywide.

Approves all purchase requisitions for materials and labor, Direct inventory control over stocked construction materials, tools and supplies.

Provides specifications, cost estimates and computer assisted drawings for space planning, remodeling, and new work for all departments citywide.

Prepares, analyzes and administers a annual multi-million dollar division budget and tract processes to verify expenditures.

Gather and disseminate information to prepare presentations for management.

Accesses priorities, schedule and delegate work assignments to insure timely and cost effective completion of projects.

Provides inspections and evaluations of contract compliance for leased space contracts, capital projects, and external contracted projects.

Serves on the Mayor's Barrier Free Committee to provide A.D.A. construction and remodeling requirements Citywide.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current methods, principles and practices, tools, materials, and equipment utilized in the construction, alteration, maintenance, and repair of buildings, related structures, and equipment.

Considerable knowledge of occupational hazards and safety precautions, rules and regulations, applicable to construction and maintenance work.

Considerable knowledge of City, County, and State Building Codes.
Knowledge of mathematics, and the ability to apply such knowledge to the preparation of budgets and estimates, and the evaluation of bids.
Knowledge of modern administrative and supervisory principles and practices.
Ability to plan, assign, supervise and evaluate the work of subordinate employees in a manner conducive to high morale and full performance.
Ability to read, interpret and assign work from blueprints, sketches, specifications, and construction drawings.
Ability to prepare and interpret specifications for the purchase of equipment.
Ability to prepare reports and supervise the keeping of complete cost and other reports, including computerized records and information.
Ability to establish and maintain effective working relationships with supervisory and subordinate employees, department heads and other employees, City officials and officials of other agencies, and the general public.
Ability to communicate effectively, both verbally and in writing.
Ability to utilize independent judgment in arriving at decisions concerning a variety of administrative and technical problems.

MINIMUM REQUIREMENTS

Extensive experience in all phases of building maintenance and repair, including supervisory experience. Must have passed State Board Examinations and obtained a Certified General Contractor's License.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling for inspections of buildings and roofs.

SUPERVISION RECEIVED

Work is performed under the general direction of the General Services Director. The incumbent exercises considerable judgment in developing and meeting goals and objectives and in work methods.

SUPERVISION EXERCISED

Directly supervises a Property Operations Supervisor and through them, a number of technical, service, clerical, and para-professional subordinates.

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